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Minimum Qualification Specifications
for the Class:

INMATE GRIEVANCE SPECIALIST

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

General Experience: Two and one-half (2-1/2) years of progressively responsible professional work experience which: (a) involved eliciting facts and information orally and in writing, applying problem solving methods to evaluate problems and situations, and identifying and recommending effective solutions (b) demonstrated the ability to deal effectively with others, utilizing tact and discretion in obtaining the cooperation and confidence of fellow workers, clients, and others; and (c) demonstrated the ability to prepare clear, logical, and impartial written reports and recommendations.

Specialized Experience: In addition, either concurrently or separately, one (1) year of work experience which provided general knowledge and understanding of correctional facility organization and activities; and the civil rights and privileges of inmates.

Substitutions Allowed

1. A master's degree from an accredited college or university may be substituted for one (1) year of the General Experience.
2. A Ph.D. from an accredited college or university may be substituted for two (2) years of the General Experience.
3. A bachelor's degree in criminal justice or related field from an accredited college or university may be substituted for one half (1/2) year of the Specialized Experience. In no case will applicants be allowed to substitute education for more than one-half (1/2) year of the Specialized Experience.
4. A master's degree in criminal justice or related field from an accredited college or university may be substituted for one (1) year of the General Experience; or one-half (1/2) year of the General Experience and one-half (1/2) year of the Specialized Experience. In no case will applicants be allowed to substitute education for more than one-half (1/2) year of the Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

Date Approved: 12/20/16 for Lisa on J. J. Anderson
JAMES K. NISHIMOTO, Director
Department of Human Resources Development